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| Resume cover letter for temporary position  **Cover Letter for temporary position** | Learn More From Our Free Excel and Office Resources:   * Webinars: [Formulas, Pivot Tables and Macros & VBA](https://www.myexcelonline.com/109-47.html) * Blog Tutorials: [Formulas, Pivot Tables, Charts, Macros, VBA, Power Query, Power Pivot, Analysis](https://www.myexcelonline.com/109-3.html) * Excel Podcast: [Interviewing the Excel Experts](https://www.myexcelonline.com/109-10.html)   MyExcelOnline |

Name

Street Address

City, ST ZIP Code

Phone

Email

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I am writing in response to your advertisement in location of advertisement for a temporary job title. Based on the requirements listed in the ad, I feel that my skills and experience are a perfect match for this position.

I am interested in finding a position that will last for at least number months. I am available to start in a new position as early as date.

I have enclosed my resume for your review. I look forward to further discussing opportunities with Company Name. If you have any questions or would like to schedule an interview, please call me at phone.

Sincerely,

Name

Enclosure